

**Purpose/Use:**

The GLTB report provides a summary of general ledger account balances and activity for a specific fiscal year and accounting period. It is primarily used to verify account balances and confirm that debits and credits are in balance. Unlike GLSA, which is used to monitor budgetary control by comparing budgets, actuals, and encumbrances, GLTB focuses on actual posted financial activity only.

This report shows:

- **Beginning balance.** The account balance at the start of the fiscal year.
- **Debits.** Posted increases to the account balance, such as expenses or asset increases.
- **Credits.** Posted decreases to the account balance, such as revenues, expense reductions, or transfers out.
- **Ending Balance.** The net balance of the account after all debits and credits for the period have been applied.

**Process:**

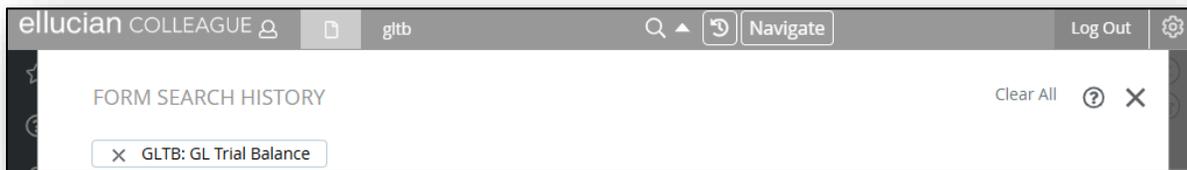
**Step 1: Understand your GL Structure**

Refer to the Business Office Training or [Chart of Accounts](#) for a more in-depth overview of GL structure. In general, you will need to know which section(s) of the GL you are looking for reportable data on.

SUBFUND	COST CENTER	PROGRAM	ACTIVITY	OBJECT
XXXXX	XXXX	XXX	XXXX	XXXXX

**Step 2: Open GLTB – GL Trial Balance**

Use the search function in Datatel and type in moniker “GLTB”. Select GLTB: GL Trial Balance



**Step 2: Enter Required Information**

Enter information into the following fields:

**A. Fiscal year**

1. Enter the ending year of the fiscal year you are looking for a report on.

*Example: For FY 24/25, enter 2025.*

*Example: For FY28/29, enter 2029.*

**B. Detail or Summary Trial Balance**

**1. Detail:**

Enter Detail if you want to see individual transaction detail on your report.



- a. Detail Trial Balance (TB) Transactions Starting:
  - Enter date range you want to view detailed information for.
- b. Expand condensed Activity:
  - Y = Yes
  - N = No
- c. Monthly Summary Option:
  - P = Prior Summaries
  - N = No Prior Summaries
  - S = Summaries Only

**2. Summary:**

Enter Summary if you want to view information at the summary (GL Total) level

- a. Summary Trial Balance through month Ending:
  - i. Enter the month ending for which you want data through  
*Enter 6 for full fiscal year data through current*
- b. Year-to-Date or Monthly Totals
  - i. Y = Year-to-Date (GL line detail combined into lump sum)
  - ii. M = Monthly (GL line detail combined into monthly summary totals)

**OPTION 1: DETAIL**

**OPTION 2: SUMMARY**

**C. GL Account Definition**

GL Account Definition is defined by clicking into the paper icon: . A new page will appear (GLSF00). You must enter the following:

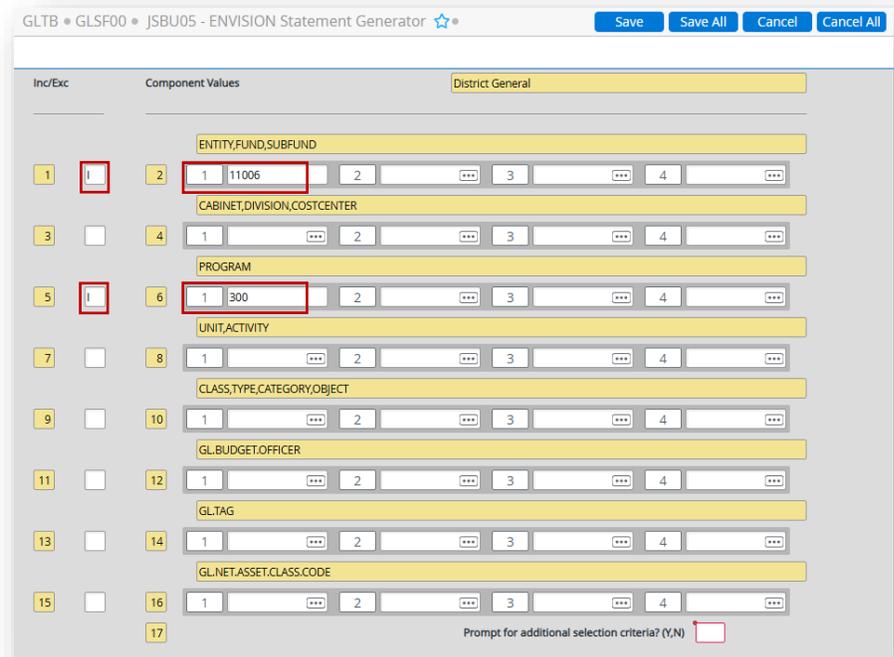
**1. Select/List**

- a. Click into the paper icon next to Select/List. The JSBU05 screen will open.
- b. In the far-left Include/Exclude column, you have the option to enter:

- I = Include
  - E = Exclude
- c. In the corresponding row, enter the component value (e.g. subfund, cost center, program, activity, or object/class) that you are looking to include in your report or exclude.

Examples:

- To run report by subfund: enter “I” in subfund and type the 5-digit subfund number (first section of the GL line). (See example below using 11006)
- To limit report to one program: enter “I” in Program and enter the program number (See example below using 300)



The screenshot shows the 'ENVISION Statement Generator' interface. At the top, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below that, the 'Inc/Exc' column has checkboxes for rows 1 through 17. The 'Component Values' column has input fields for various categories: ENTITY,FUND,SUBFUND (row 2), CABINET,DIVISION,COSTCENTER (row 4), PROGRAM (row 6), UNIT,ACTIVITY (row 8), CLASS,TYPE,CATEGORY,OBJECT (row 10), GL,BUDGET,OFFICER (row 12), GL,TAG (row 14), and GL,NET,ASSET,CLASS,CODE (row 16). Red boxes highlight the 'I' in the Inc/Exc column for rows 2 and 6, and the values '11006' and '300' in the Component Values columns for rows 2 and 6 respectively. At the bottom right, there is a 'Prompt for additional selection criteria? (Y,N)' field with a red border.

*Please note: You will only have access the departments and programs that you have been assigned to based on role. Your list may look different than those provided as examples throughout this procedure.*

- d. Click into the red bordered box (Y/N) at the bottom of the page. You do not have to enter any information.
- e. Click Save to return to the previous page (GLSF00)

**2. Sort:**

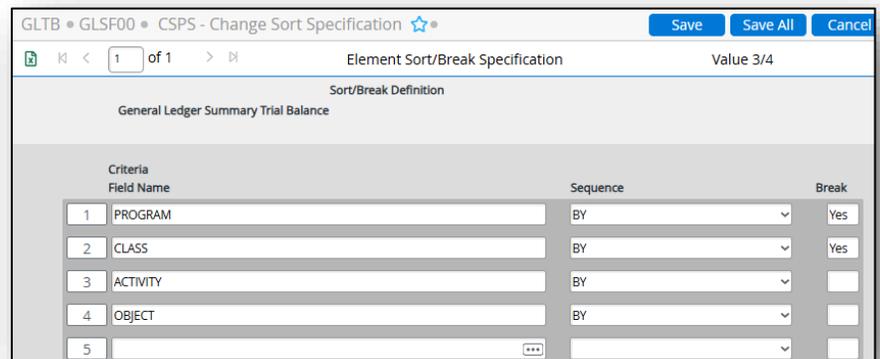
- a. Click the paper icon  next to Sort.
- The CSPA Screen will open.
- b. Sorting Adjustments:
- The GLTB report will run based on the hierarchy of listed rows. Add or adjust sorting levels based on how you want data grouped. **A “Y” in the**

**“break” box indicates that the report will break/separate and total by the criteria listed.** See below examples for further detail.

- 1) Moving a row higher:
  - a. Copy the field/row name.
  - b. Delete the field/row name you just copied.
  - c. Paste over another row you won’t be filtering by that is higher in the hierarchy.
  - d. Enter Y in the break column.
  
- 2) Adding a field/row that is not listed:
  - a. Click into the row you want to override.
  - b. Type “...” and press enter
  - c. Select the element name you are looking for (most commonly “CLASS”)
  - d. Press Open
  - e. Enter Y in the break column.

Examples:

- **Multiple Programs:**  
 Move program to the top of the hierarchy to have report split and total each program separately. To do so, follow seps in 2-b-1 above. Your sort screen should look something like this:



- **Break by Class (Assets, Liabilities, Equity, Revenue, & Expenditures):**  
 Add a line for class under your primary sort selection by following steps in 2-b-2 above for a clearer grouping of revenues vs expenditures. This is highly recommended for an easy-to-read report.

- c. Click Save to return to the GLSF00 screen.
- d. Click Save to return to the original GLTB screen.

**D. Generate Spreadsheet**

- a. Y = Yes (export to excel for additional data manipulation/analysis)
- b. N = No (for viewing or exporting to PDF)



**Step 3: Run Report**

- A. Click Save
- B. Output Device:
  - Ensure it's set to: H – Hold/Browse File Output
- C. Click Save
- D. Click Save

**How To Interpret Results:**

The GLTB PDF displays one line per general ledger account (or grouping, depending on sort and break selections). Each line shows the beginning balance for the fiscal year, the total debits and credits posted during the selected period, and the resulting closing balance.

The **closing balance** represents the cumulative effect of all posted activity for the account through the selected period. When reviewing the report, users should confirm that balances appear reasonable based on expected activity and that increases or decreases align with known transactions for the period.

The relationship between the columns follows standard trial balance logic:

**Opening Balance + Debits – Credits = Closing Balance**

If totals do not align with expectations, additional detail can be reviewed by rerunning the report in Detail mode or by using GLSA or ACBL to research specific transactions or GL lines.

Redwoods Community College District				
01/16/26	General Ledger Summary Trial Balance			Page: 1
	Year-to-Date Summary for Period Ending 06/30/2026			
	*** Opening Balances are estimated; Previous Fiscal Year is not closed ***			
Fiscal Year: 2026	SUBFUND: 11006 - Discretionary Funds			
GL Account	Opening Balance	Year-to-Date Debits	Year-to-Date Credits	Closing Balance
11006-0000-300-0000-19118 Change Funds : District General	2,000.00	0.00	0.00	2,000.00
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Totals for CLASS: 1 - Assets	2,000.00	0.00	0.00	2,000.00
11006-6051-300-5900-51900 Noninstructional Retirees : District	0.00	30,000.00	0.00	30,000.00
11006-6051-300-5900-53100 STRS, All : District General	0.00	5,730.00	0.00	5,730.00
11006-6051-300-5900-53300 OASDHI, All : District General	0.00	435.00	0.00	435.00
11006-6051-300-5900-53500 SUI, All : District General	0.00	45.00	0.00	45.00
11006-6051-300-5900-53600 Wk Comp, All : District General	0.00	392.10	0.00	392.10
11006-6051-300-5900-53710 Retirement Instructors & Aides : Dist	0.00	127,982.00	30,000.00	97,982.00
11006-6051-300-5900-53731 Retirement Academic Admin : District	0.00	13,884.00	0.00	13,884.00
11006-6051-300-5900-55889 Miscellaneous Expense : District General	0.00	7,322.00	0.00	7,322.00
11006-6051-300-6460-55180 Contract Services : District General	0.00	3,028.60	0.00	3,028.60
11006-6050-300-6600-55325 Institutional Memberships : District	0.00	45,773.80	0.00	45,773.80
11006-6000-300-6600-55951 Indirect Costs, Restr Program : Distr	0.00	0.00	22,502.91	22,502.91
11006-6051-300-6720-55641 Software Maintenance Contract : Distr	0.00	10,147.99	0.00	10,147.99
11006-6051-300-6720-55890 Bank Charges : District General	0.00	26,984.46	25,654.00	1,330.46
11006-6051-300-6740-53725 Retirement Other Nonacademic : Distri	0.00	34,568.00	0.00	34,568.00
11006-6050-300-6770-55400 Insurance : District General	0.00	486,956.00	0.00	486,956.00
11006-6050-300-6770-55504 Phone : District General	0.00	449.68	0.00	449.68
11006-6051-300-6790-55736 License Fees : District General	0.00	2,645.12	0.00	2,645.12
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Totals for CLASS: 5 - Expenditures	0.00	796,343.75	78,156.91	718,186.84
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Totals for SUBFUND: 11006 - Discretionary Funds	2,000.00	796,343.75	78,156.91	720,186.84